



PLANNING
DEPARTMENT


TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext. 1120 • FAX (508) 839-4602
planningdept@grafton-ma.gov
www.grafton-ma.gov

COPY

EXHIBIT 4

MEMORANDUM

TO: Vito Colonna, Connorstone Engineering, Inc

FROM: Joseph Laydon, Town Planner 

DATE: August 16, 2019

CC: Scott Goddard, Circle Assets, LLC
Kandy Lavalley, Town Clerk

SUBJECT: Staff Review of Major Residential Development Application off North Street in Grafton and Determination that Application is Incomplete

On August 14, 2019, the Planning Department received the Application for Special Permit and Preliminary Plan Approval for the Major Residential Development off North Street. The Application was also submitted with the Town Clerk on August 14, 2019. Staff reviewed the Application, supportive documents, and plan and finds the following has not been provided:

1. A Land Use Plan, as required under Section 5.3.11.a showing the proposed use of the Common Land was not submitted with the application and is a required pursuant to Section 5.3.4.b)3. Of the Zoning By-laws.
2. Waiver Letter not fully in compliance with Section 3.2.4.3 and does not detail the following: "*a justification for each requested waiver, and a thorough description of the harm to be suffered by compliance with these Regulations, and of the benefit(s) to be realized by allowing such waiver(s).*"
3. Center line is greater than 6 feet at Station 3+00 and 19+00 on Road B and needs to be added to waiver list (Conventional)
4. Tangent: It appears that there is not a tangent of at least 150' between the two reverse curves at station 4+00 to 6+00 on Road B on the conventional plan. Please confirm compliance with section or request wavier.
5. No Traffic Study has been submitted in conformance with Zoning Bylaw Section 8.2.1. While the Subdivision Rules and Regulations call for a Traffic Study in Section 3.3.4.7 at the time of the submission of a Definitive Subdivision Application, the Zoning By-law requires for all special permits and subdivisions a traffic study to be submitted pursuant to Section 8.2.1. A waiver should be requested under this section of the Zoning Bylaws if it your intent to file under at the definitive subdivision stage.

Since the Land Use Plan is a submittal requirement, the application is deemed incomplete. Please provide the Land Use Plan and responses to the other items listed above at your earliest convenience so that I can deem the application complete.

Please contact me if you have any questions.